

MINUTES
PERSONNEL COMMITTEE
Tuesday, November 12, 2013
City Hall, Room 207
5:30 p.m.

Members Present: Ald. Andy Nicholson, Ald. Amy Kocha, Ald. Thomas Sladek

Members Excused: Ald. Thomas DeWane

Others Present: Director Boland and Manager Falk

1. Roll Call.

2. Adoption of the Agenda.

A motion to adopt the agenda was made by Ald. Sladek, seconded by Ald. Kocha. Motion carried unanimously.

3. Approval of the minutes of the meeting of October 22, 2013.

A motion to approve the minutes of the meeting of October 22, 2013 was made by Ald. Sladek seconded by Ald. Kocha. Motion carried unanimously.

4. Request to fill the following position and all subsequent vacancies resulting from internal transfers.

a. Planning & Community Development Director

Director Boland stated Rob Strong will be retiring at the end of the year and this is a request to fill the position.

A motion to approve the request to fill the Planning and Community Development Director position and all subsequent vacancies resulting from internal transfers was made by Ald. Kocha, seconded by Ald. Sladek. Motion carried unanimously.

5. Request by Human Resources Director to approve modifications to the following Personnel Policies.

a. Chapter 7, Probationary Period

b. Chapter 8, Compensation

c. Chapter 9, Hours of Work/Fringe Benefits

d. Chapter 12, Grievances

e. Chapter 13, Separation from Employment

f. Chapter 28, Solicitation and/or Distribution of Information to Employees -
New Policy

Ald. Kocha inquired about the relevance of a probationary period given that employees are at will. Director Boland stated employees who have completed the probationary period are not at will because the discipline section states the City will follow due process and termination will be for just cause. The probationary period provides a basis to terminate for no cause during the probationary period.

A motion to approve Chapter 7, Probationary Period was made by Ald. Kocha, seconded by Ald. Sladek. Motion carried unanimously.

A motion to approve items 5b through 5f was made by Ald. Sladek, seconded by Ald. Kocha. Motion carried unanimously.

6. Report of Routine Personnel Actions for regular employees.

A motion to receive and place on file the report of Routine Personnel Actions for regular employees was made by Ald. Sladek, seconded by Ald. Kocha, motion carried unanimously.

7. Request by Ald. Thomas DeWane, Nicholson and Brunette to create the traffic enforcement unit by having one officer on first shift, one officer on second shift (Tuesday – Saturday) to be utilized outside minimum staffing and offset by revenue that the unit brings in.

A motion to hold the request by Ald. Thomas DeWane, Nicholson and Brunette to create the traffic enforcement unit by having one officer on first shift, one officer on second shift (Tuesday – Saturday) to be utilized outside minimum staffing and offset by revenue that the unit brings in until the next meeting was made by Ald. Kocha, seconded by Ald. Sladek. Motion carried unanimously.

There being no further business, a motion to adjourn was made by Ald. Sladek and seconded by Ald. Kocha at 5:35 p.m. Motion carried unanimously.

Respectfully submitted,
Peggy Barden
Recording Secretary